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DEPUTY PUBLIC WORKS MANAGER-TRANSIT AND TRANSPORTATION

Purpose:

To actively support and uphold the City's stated mission and values. To plan, manage and review the activities and operations of the Public Works Department's Transit and Transportation Division; to serve as a technical advisor to the City Manager, City Council and the Public Works Manager related to transit and transportation; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative assistance to the Public Works Manager; and to work in concert with the Deputy Public Works Manager for Transportation Operations and Streets toward maintaining and developing a comprehensive transit and transportation system.

Supervision Received and Exercised:

Receives general direction from the Public Works Manager or from other supervisory or management staff.

Exercises direct supervision over lower level professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop, plan and implement division goals and objectives in concert with department goals and objectives; recommend and administer policies and procedures.
- Coordinate division activities with those of other divisions, departments and outside agencies and organizations; provide staff assistance to the Public Works Manager; prepare and present staff reports and other necessary correspondence.
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- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Participate in the development and administration of the Public Works Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments; prepare, administer and monitor a transit related financial system.
- Serve as a technical advisor to the City Manager and City Council on projects related to transit and transportation, public works, or other matters for both the City Council and city departments; make presentations to the City Council as required.
- Provide leadership to employees in team building, responsible decision-making and problem solving.
- Manage the development of the department's workplace; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Select, train, motivate and evaluate personnel; provide resources for personal and professional development of employees; work with employees to correct deficiencies; implement discipline and termination procedures.
- Manage the preparation of agenda items for the City Council, Planning commission, and other committees, boards and commissions involved in transit and transportation activities.
- Plan, develop, market and administer transit programs, regional transit planning, marketing, marketing research, federal transit programs, grant administration and land liaison for public transit.
- Coordinate with the business community, citizen groups, State Legislature, ADOT, MAG, RPTA and other local governments; serve as an integral part of local and regional transportation teams who advise City Management and/or the City Council on regional transportation issues.
- Direct the preparation of capital, operating and demonstration grants; oversee all transportation related grant activity.
- Prepare reports related to transit for the City Council; prepare and assist in the preparation of other local, regional and federal technical and special reports.
- Participate in contract negotiations, audits or federal grants and third-party contracts, and in development of cost allocation plans.
- Administer and review the operating/performance plan and periodic evaluations of the effectiveness of the transit system; administer and oversee the transit marketing and community outreach programs; administer and review alternative mode planning activities.
- Perform related duties as assigned.

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Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Requires five (5) years of professional administrative level experience in public or private transit systems management, transit operations or transportation planning.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in transportation planning, municipal planning, engineering, business or public administration, or a related field. A Master's degree is highly desirable.

Licenses/Certifications:

May require the possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

This position is unclassified and pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any reason, with or without cause or notice.

Job Code: 6582

Salary Range: 157

FLSA: Exempt